

PROCEDURE FOR CHARTER AMENDMENT REQUESTS

A complete and acceptable amendment request consists of the following **three** elements:

1. A formal cover letter of request to the Commissioner of Education;
2. An approved board resolution which:
 - is signed and dated,
 - includes a tally of the board members that were present,
 - includes how the board members voted (Yes, No, Abstained or Absent). *A sample template is attached.*
3. Any page(s) from the original charter that will be affected by the amendment reflecting the proposed changes (i.e., revised enrollment charts, school year calendar, etc.).

Procedure:

A charter school submits a cover letter to the Commissioner of Education summarizing the amendment request(s), and expressing the rationale for seeking such amendment(s). The letter should attest that the requested amendment(s) will not change the mission, goals or objectives of the charter.

The letter must be accompanied by an approved, signed and dated board resolution (*see attached template*). The approved board resolution must include a tally of the individual board members that were present at the meeting, and how they voted on the particular resolution. In addition to the formal letter and the approved board resolution, the complete amendment package must also include any page(s) from the original charter reflecting the proposed changes (i.e. revised enrollment chart, school-year calendar, etc.).

The entire amendment package must be submitted to the Commissioner of Education, as well as the district board(s) of education and/or superintendent(s) of the State-operated school district(s) of the district/region of residence. The amendment request package should also be copied (CC'd) to the following:

Titles:

Assistant Commissioner, Educational Programs and Assessment
Director, Office of Vocational, Technical, Career and
Innovative Programs
Director, Office of School Funding
District(s) Superintendent(s)
District(s) Board(s) of Education
Program Specialist Liaison

Names:

Richard C. Ten Eyck

Rochelle Hendricks

Yut'se Thomas

Donna Best, Veronica Geyer,
Cynthia Hoenes or Colleen Schulz

The entire amendment package may be faxed to the Commissioner of Education at: **(609) 777- 4099**, then followed with a hard copy by mail.

The mailing address is:

Commissioner of Education
New Jersey State Department of Education
P.O. Box 500, 100 River View Plaza
Trenton, New Jersey 08625

The amendment package may be faxed to the Charter Schools Office at: **(609) 633-9825**

The amendment is not effective until the Commissioner approves the request. If the amendment request is approved, the Commissioner's response letter will indicate the effective date.

The attached Board Resolution Template will also be available on the Charter Schools Website at: <http://www.state.nj.us/education/>

Board of Trustees Resolution for an Amendment Request

Resolution #

Name of Charter School

Address

Subject of Resolution:

It is hereby resolved that the Board of Trustees of the _____ Charter School approves the following request for an amendment to its charter:

State the amendment request

Motion made by: _____

Seconded by: _____

Tally of Votes:

Names:

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Member 5: _____

Names:

Member 6: _____

Member 7: _____

Member 8: _____

Member 9: _____

I, (Board Secretary/President) certify that the above resolution was passed by a majority of a quorum of this Board of Trustees, as indicated above.

Signature: _____

Date of Board Meeting: _____